

## Split Disbursement Option

The split disbursement option for settling TDY travel vouchers has been available for use since 1 September 2003. For military members with a government travel charge card (GTCC) this is a mandatory process. TDY orders are required to have a statement as to whether the traveler is a government travel card holder or not. This statement will play a key role in determining if the split disbursement option is mandatory.

It is the traveler's responsibility to ensure the correct statement is on the orders. The reviewing official should verify the statement also. Incorrect or omission of the statement will force the travel section to process the settlement voucher in a manner that may delay the traveler receiving funds due. If the TDY orders do not state whether the traveler is a GTCC holder or not, contact the order issuing office for inclusion of the statement. If the statement is incorrect, contact the order issuing office for correction.

The most current version of Travel Settlement voucher to use is DD FORM 1352-2, July 2004. In block number one of this form, split disbursement requirements are specified for military members and civilians. When a civilian traveler is a government travel card holder and the split disbursement option in block one of the DD FORM 1351-2 is not completed, the charges for transportation, lodging, and rental car will be automatically disbursed to the GTCC contractor. Military personnel are required to designate an amount equal to their outstanding GTCC balance for split disbursement to the GTCC contractor.

When performing local travel and the GTCC is used, the traveler will annotate the amount to be sent to the GTCC contractor in block 12 of the Standard Form 1164 when appropriate.

Some expenses to consider when calculating the amount to be disbursed to the GTCC contractor are; ATM advances, ATM fees, lodging, car rental, and meals incurred while on official TDY travel. A TDY traveler who is a GTCC holder is required to obtain an advance of funds via an ATM.

Advantages to utilizing the split disbursement option are; payment to the GTCC contractor is processed for the traveler, eliminates check writing or purchase of money orders, and eliminates delay of payment due to lost or late mail.